

Information Technology Resource Management Council (ITRMC)
Meeting Minutes

Approved by Council June 30, 2004

December 17, 2003

East Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho

The December 17, 2003, meeting of the Information Technology Resource Management Council (ITRMC) was held from 8:35 to 11:55 a.m. in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME

In the temporary absence of Council Chairman Pam Ahrens, **Karl Kurtz**, Department of Health and Welfare, welcomed members and guests present and called the meeting to order. He informed the other members present that Chairman Ahrens would join the meeting at approximately 10:30 a.m.

ATTENDANCE

Members/Designates Present:

Pam Ahrens, Department of Administration
Senator Hal Bunderson, Idaho State Senate
Dan Charboneau, Idaho State Police
David Ekern, Idaho Transportation Department
Dr. Marilyn Howard, Department of Education
Keith Johnson, Office of the State Controller
Mary Elizabeth Jones, Filer, Idaho

Karl Kurtz, Department of Health and Welfare
Rep. David Langhorst, Id. House of Representatives
John Peay, Idaho Supreme Court
Gary Stivers, State Board of Education
Senator Elliot Werk, Idaho State Senate
Steve Wilson, State Tax Commission
Designate – Rich Mincer, Department of Education

Absent Members:

Rep. Lee Gagner, Idaho House of Representatives
Ken Harward, Association of Idaho Cities
Roger Parks, JR Simplot Company

Others Present:

Nathan Bentley, ITRMC Staff
Carla Casper, Department of Administration
David Cooper, Div. of Vocational Rehabilitation
Dena Duncan, Department of Administration
Jon Eckerle, Department of Administration
Rich Elwood, ITRMC Staff
Bill Farnsworth, ITRMC Staff
Don Fournier, ITRMC Staff
Emily Gales, ITRMC Staff
Rick Gerrard, Syringa Networks
Bob Hunter, Intermountain Technology Group
Kevin Iwersen, ITRMC Staff

Randy Lindberg, ICS Network Armor
Mark Little, Division of Purchasing
Scot Maring, Department of Administration
Frank Millar, ICS Network Armor
David O'Neill, Boise State University
Jonathan Perry, Bureau of Homeland Security
Joe Roche, Department of Administration
Margaret Ross, Public Health District 4
Robert Sox, Office of the State Controller
Rob Spofford, Department of Water Resources
Nancy Szofran, State Board of Education
Larry Tippets, Dept. of Health and Welfare

MOTION: Johnson moved and Bunderson seconded a motion to approve the August 20 and October 14, 2003, ITRMC Meeting Minutes, and the motion passed unanimously.

ITRMC IT POLICIES, ENTERPRISE STANDARDS & GUIDELINES

Agency Compliance

Rich Elwood, Statewide Information Technology (IT) Coordinator and ITRMC Staff, addressed the Council with an overview of ITRMC-adopted policies, standards, and guidelines. With these, he explained, the state was moving in the direction of building a common infrastructure. The Council's next job was to identify a way of moving the entire state in this direction. Key components to this end included agency collaboration and cooperation. Further, a way to compel agencies to comply with ITRMC policies and standards needed to be determined. In addition, the efforts of the Council should be reviewed, and something needed to be done with regard to agency non-compliance. Elwood asked of Council members, "What kinds of things should the ITRMC Staff be doing to help move forward the issue of compliance?" He then initiated Council discussion of the issue.

Discussion Items:

- ITRMC Authority. **Senator Hal Bunderson**, Idaho State Senate, pointed out that the ITRMC was created in law. Agencies were therefore required to respond to the Council's requests and directives. He suggested perhaps notifications could be sent to non-compliant agencies.
 - Recognizing the importance of adopting enterprise-wide policies and standards, **Gary Stivers** of the State Board of Education pointed out there might be legitimate reasons for agency non-compliance. However, the Council, in a formal process, needed to be made aware of the business needs that were causing agencies to be non-compliant. This would allow the evaluation of such needs for the purpose of deciding how to deal with the issue.
- Knowledge of non-compliance. **Steve Wilson**, State Tax Commission, wondered if the ITRMC Staff was in a position to know which agencies were in compliance and which ones were not. Per Elwood, with the exception of the lack of agency IT plan submission, the Staff was for the most part unaware of agency non-compliance with ITRMC policies and standards. He continued, citing some reasons why it was difficult to measure non-compliance.
 - Elwood pointed out that, when submitting IT project funding requests to the Division of Financial Management (DFM), agencies were asked if they had submitted an IT plan and/or IT project profile to the ITRMC.
 - When asked if agencies had come forward with explanations for non-compliance, Elwood advised there had been only **two formal requests for exemption** from ITRMC policies or standards. Rarely have Staff members held informal discussions with agencies regarding compliance issues.
 - Perhaps agency directors should be asked to brief the Council regarding their respective agency's non-compliance.
 - Per Elwood, for the state to ultimately achieve the goals outlined in the draft State of Idaho IT Strategic Plan, there would be some conflict; though, he thought it best if everyone would work together to achieve these goals.
 - With respect to compelling agencies to adhere to ITRMC policies and standards, Elwood referred to Idaho Code § 67-5745C (<http://www3.state.id.us/cgi-bin/newidst?sctid=670570045C.K>) and Idaho Code § 67-5748 (<http://www3.state.id.us/cgi-bin/newidst?sctid=670570048.K>). In reading these statutes, he concluded the Council could recommend to the Board of Examiners that a particular set of information technology be transferred from one agency to another.
 - **Colonel Dan Charboneau**, Idaho State Police, suggested the Staff meet with each agency director and/or IT director to determine reasons for non-compliance. Senator Bunderson and **David Ekern**,

Idaho Transportation Department, supported this approach. Ekern asked the Staff to also solicit feedback regarding whether the current ITRMC standards were realistic and empowering. Stivers suggested a template be prepared by the Staff to facilitate these discussions with agencies.

- **Senator Elliot Werk**, Idaho State Senate, asked if agencies were given ample opportunity to express any concerns with the draft State IT Strategic Plan at the October 14 IT Strategy Summit sponsored by the ITRMC. In reply, Elwood advised, thus far, there was no sense that the wrong goals had been identified.

Review and Approve

Guideline G120 Exemption Process (*revision*)

Minor changes had been made to this guideline. The most significant revision, said Elwood, was the addition of a requirement for agency exemption requests to be accompanied by a cover letter addressed from the agency head to the ITRMC chairman. In addition, reference to a cost-benefit analysis would now refer to the need for a *business case* analysis.

MOTION: Bunderson moved and Charboneau seconded a motion to approve the revision of ITRMC IT Enterprise Guideline G120, Exemption Process, and the motion passed unanimously.

Policy 3040 Enterprise Internet Access (*new*)

Statewide Cybersecurity Coordinator and ITRMC Staff member **Kevin Iwersen** addressed the Council with an overview of newly drafted Policy 3040, Enterprise Internet Access. The document, which was actually already in practice on an informal basis, concerned how the state managed Internet access as a statewide shared resource. The purpose for this policy was three-fold: to ensure that, as the state continued to build its digital government services around the Internet and web-based services, we consider how the state manages the Internet from a **cost-effective** perspective, a **security management** perspective, and a **reliability and redundancy** perspective.

Discussion Items:

- Enterprise Internet access from a **disaster recovery** perspective. Wilson wondered if the Department of Administration (DoA) was planning to establish another enterprise Internet connection for disaster recovery purposes. Pursuant to this inquiry, he relayed a concern that had been expressed to him from some fellow state IT managers: at least one state agency had or was planning to set up its own Internet connection outside the Boise area for disaster recovery purposes. Said Iwersen, Policy 3040 would enable the enhancement of this capability on an enterprise level. From an architecture perspective, an Internet connection outside the Boise area was desired. This could be done by adding a third connection, or by moving one of the DoA's two existing connections from the downtown Boise area to an outlying region. Another strategy was to set up a connection with a second Internet service provider. Wilson did not believe there would be any objection from the state agency IT managers to modifying the state's existing architecture while still maintaining an enterprise model of Internet connectivity. There would, however, be concern with how soon the state could move forward with establishing a connection outside the Boise area. Per Iwersen, the timeline would be dependant on the costs and resources available to accomplish such a project. Also, it was hoped this undertaking could be approached from a **collaborative, enterprise perspective**, involving IT staff from multiple agencies. There was more discussion on the need for a reliable Internet connection, and the costs involved.
 - Senator Bunderson wondered if the disaster recovery issue related to Policy 3040 had been discussed with state IT managers. Per Wilson, the issue had not been discussed in detail.

Bunderson did not feel the Council could move the policy forward until state IT managers were in agreement of its concept.

- Phased implementation. Ekern suggested a phased implementation of Policy 3040, rather than immediate implementation. He also suggested the ITRMC Staff be asked to prepare an architecture representing how the state could capitalize on all the existing agency Internet capabilities. Elwood pointed out that, even though all ITRMC policies indicated an immediate implementation time line, agencies were in most cases given two years from the policy effective date to comply. Further, agencies could submit an exemption request to the Council.
- Lack of redundancy. **John Peay**, Idaho Supreme Court, expressed some reservations with adopting the policy until there was assurance of redundant connectivity. According to Iwersen, the issue of redundancy came down to risk management. Further, with the resources that had been applied towards Internet connectivity, quite a bit of redundancy had been built in to-date. Unless this effort was approached as an enterprise shared service, he said, the state could not move forward with increasing the risk management balance.
 - With regard to an enterprise approach to Internet access, Ekern later commented that the state's strength was in its redundancy, not in its singularity. He supported a move in the direction of a coordinated redundancy plan supported by a variety of agencies.
- Power transformer failure. Under the current architecture, a recent power failure at a computer facility located in the Capitol Mall area (where the core of the network resided) interrupted most state Internet connections. This issue was being corrected. From a design perspective, a long-term goal was to avoid being dependent on a single facility for the state's connections.
- Suggested policy alternative. Stivers suggested the Staff draft an alternative policy directing the DoA to develop an enterprise Internet access system, and to coordinate use by other agencies as the system became able to meet their needs. The policy could also include a requirement for agencies expanding their own systems to coordinate with the ITRMC for approval.
- **Dr. Marilyn Howard**, Department of Education, expressed concern because it did not appear the DoA could at that time provide "highly reliable, available, efficient, and secure access to the Internet" as was stated in draft Policy 3040. Further, the DoA needed to gain the confidence of the other state agencies as to its ability to do this.
- Additional policy elements. Senator Bunderson suggested the policy include wording to the effect of describing the result of requiring agencies to use the DoA enterprise Internet access connections. Further, the policy should make clear the required format of these access points.

Based on comments made, Kurtz advised the approval of draft Policy 3040 would be postponed. Member comments should be taken into consideration in the further revision of the document. Said Iwersen, it appeared there was agreement as to the concept of the policy; though, he needed to address the issue of what it would look like and how to get there, as opposed to where the state was at present.

Additional Discussion Items:

- Small agencies and IT security. Senator Bunderson wondered if smaller state agencies were notified of the lack of automatic firewall projection when installing broadband connections. Per Iwersen, in some cases, these agencies were aware of this; in other cases, they were not. There was a process in place to install firewalls and set up secure remote connectivity between these agencies and the state's network.
 - Senator Werk suggested an effort be made to make *all* state agencies fully aware of this security concern.

Said Kurtz, this high priority item would be further addressed at the next meeting of the Council.

Guideline G430 Wireless Communication (new)

Iwersen provided background information as to why Guideline G430 was proposed for adoption. As the deployment of a wireless network was considered by an agency, Guideline G430 would assist them in determining how to secure it. He continued with an overview of the document, which was a collaborative effort that originated with a group of state IT managers and staff, the Information Systems Executive Committee (ISEC). Iwersen mentioned some local industry vendors were already using the guideline. He remarked that at some point, the Council might want to consider some more policy-based issues with regard to wireless security because of vulnerabilities that could exist within the state's network.

Discussion Items:

- Impact of wireless networks on wired networks. In answer to a question from Senator Werk, Iwersen advised wireless capabilities introduced a new vector for security threats and vulnerabilities into the state's network. These threats could be mitigated through appropriate controls, he said.
- Number of wireless networks in the state. Iwersen was uncertain as to the number of existing wireless networks in the state.

Wilson commented that the drafting of Guideline G430 was a great example of collaboration. There were virtually no objections to its adoption from the state's IT community, and he felt it was an excellent document.

MOTION: Ekern moved and Wilson seconded a motion to adopt ITRMC IT Enterprise Guideline G430, Wireless Communication, and the motion passed unanimously.

Policy 1070 Geographic Information Systems (new)

Nathan Bentley, State Geographic Information Systems (GIS) Coordinator and ITRMC Staff, explained that Policy 1070 extracted and further defined directives outlined in Executive Order 2001-07, which created the Idaho Geospatial Committee (IGC). This was done to add permanence to the IGC's charge. Bentley continued with an overview of Policy 1070, which had been endorsed by the IGC.

Discussion Items:

- Local governments and the sharing of data. Senator Bunderson commented on the fact that, in some Idaho counties, proprietary data was sold and used as a source of revenue. This had caused some problems concerning the sharing of data. Bentley responded, advising the IGC had been charged by the Legislative Interim Committee on Electronic Commerce to design a statewide, integrated system of unified standards for all state and local GIS technologies. Read the 2001-2002 E-Commerce Committee's Final Report, "Under such a coordinated structure, each entity would continue to have control and funding responsibility for their own GIS systems. However, they would be linked to a statewide, integrated system that could be accessed through the Idaho Home Page." The task of creating such a system was in turn assigned to the local governments (of which were represented on the IGC). The result was the drafting of legislation that proposed the creation of an Idaho Real Estate Information Technology (REIT) Council. (For more information, please see: <http://www2.state.id.us/itrmc/committees/igc/minutes/m030903/reit-legislation.pdf> and <http://www2.state.id.us/itrmc/committees/igc/minutes/m030903/reit.pdf>.) Bentley added that some county assessors were not in favor of the proposed plan to pass the legislation.
 - In a follow-up question from Bunderson, Bentley advised it was not in the purview of the ITRMC to approve the REIT plan. It would, however, be appropriate for the IGC to support the plan.
 - In answer to a question from Peay, Bentley advised the proposed legislation would most likely be submitted during the 2005 legislative session.

- **INSIDE Idaho.** INSIDE (Interactive Numeric Spatial Information Data Engine) Idaho's function was discussed briefly. (INSIDE Idaho was the state's official geospatial data clearinghouse. Participation was voluntary.)
- ITRMC Staff as a resource. **Representative David Langhorst**, Idaho House of Representatives, recognized Bentley as an example of how the ITRMC Staff could be very useful to state legislators and agencies. Bentley had recently made a presentation to the Idaho Legislative E911 Task Force E911 Services Subcommittee (of which Langhorst was chair) concerning the status of GIS activities throughout the State.
- Limit on information available to the public via the Internet. Colonel Charboneau warned that, from a security standpoint, agencies should use caution when posting certain information to the Internet.

MOTION: Bunderson moved and Howard seconded a motion to adopt ITRMC IT Policy 1070, Geographic Information Systems, and the motion passed unanimously.

Guideline G420 Roles of GIS Participants (new)
Bentley reviewed Guideline G420.

Discussion Items:

- Value of partnering with the private sector. Colonel Charboneau pointed out the value of the private sector in helping to find solutions for state government. He recommended an additional bullet point be added to the "role of the State GIS Coordinator" section stating he or she should seek partnerships with the private sector.
- Knowledge of local government funding limitations. Dr. Howard wondered what groups had been informed of the local government funding issue described above (see Policy 1070 Geographic Information Systems (new), Discussion Items), and if there was information available regarding the different funding options available to them. Bentley advised yes, there was information available regarding funding options available.
- Public information and privacy. Per Bentley, the issue of public privacy as it related to information available online was handled on a county-by-county basis. Said Bunderson, a policy or standard could be written with regard to information available to citizens via the Internet.

MOTION: Bunderson moved and Werk seconded a motion to adopt ITRMC IT Enterprise Guideline G420, Roles of GIS Participants, with suggested revision, and the motion passed unanimously.

Standard 4210 Projection

Bentley advised there were no recommended changes to Standard 4210.

Policy 1040 Employee E-Mail & Messaging Use (revision)

Bill Farnsworth, IT Policy Analyst and ITRMC Staff, reviewed the minor revisions suggested for Policy 1040.

Discussion Items:

- Wilson wondered if there should be a reference to the Idaho Public Records Act in this policy, as this document would most likely be the determining factor as to whether e-mail were official state documents. Per Farnsworth, a request had been sent to the Attorney General's Office for determination of what kind of document e-mail was considered. In response, the Attorney General's Office advised that, as with any kind of state document, this determination was at each agency's discretion.

Policy 1060 Employee Personal Computer Use (revision)

Per Farnsworth, Policy 1060 was revised for clarification of what type of data should not be loaded, downloaded, or distributed on state personal computers.

Wilson suggested “DVDs” be added to the list of examples of the types of storage medium subject to state inspection.

Guideline G410 Idaho.gov, Id.gov Domains (revision)

Guideline G410 was revised to clarify the role of the Access Idaho Steering Committee in the review and approval of ‘.gov’-related issues.

MOTION: Johnson moved and Langhorst seconded a motion to approve revisions to ITRMC IT Policies 1040, Employee E-Mail and Messaging Use, and 1060, Employee Personal Computer Use (with suggested revision), and IT Enterprise Guideline G410, Idaho.gov, Id.gov Domains, and the motion passed unanimously.

STATE OF IDAHO IT STRATEGIC PLAN

(Refer to handout: <http://www2.state.id.us/itrmc/council/minutes/m031217/itplan.pdf>)

Elwood again addressed the Council. ITRMC policies and standards were helping the state move towards a conceptual architecture (an architectural rendering rather than a blueprint) developed by the ITRMC Staff (see handout, page five under ‘Vision’), he said. The plan itself outlined how the state could provide electronic services to its citizens and businesses. He further reviewed some accomplishments the plan could facilitate, and mentioned there were opportunities for the state to become more efficient. Elwood then reviewed the plan revision process. The next step would be to either further modify the plan as per the Council’s direction, or forward it to those who participated in the October 14 IT Strategy Summit (the ‘focus group’) for additional comments. It was hoped the Council would approve the plan at its February meeting.

Discussion Items:

- Colonel Charboneau recommended the plan be sent to the October 14 focus group for input. Kurtz concurred.
- Said Dr. Howard, today’s comments should be considered in the next revision of the plan.
- Kurtz suggested each Council member be responsible for addressing a specific goal/action item(s). This, he said, would help to advance the plan. Ekern agreed. This suggestion would possibly be discussed further at the February 18 meeting.
 - Senator Bunderson mentioned it might be difficult to measure performance with respect to the completion of the goals and action items. Kurtz suggested members, if assigned a goal and/or action item, should report their progress at each Council meeting.
- Chairman Ahrens asked that the draft plan be reviewed by the ISEC.

ANNUAL REPORT / COMMUNICATIONS TO LEGISLATURE

Digital Government Day

Farnsworth provided an overview of the ITRMC-sponsored Digital Government Day, an annual event held to showcase Idaho State and local government online applications, products, and services. The next

Digital Government Day would be held on Monday, **February 9** on the fourth floor of the Capitol Rotunda in Boise.

Discussion Items:

- Representative Langhorst suggested a PowerPoint presentation highlighting agency services be prepared for use by legislators.
- Senator Bunderson suggested the event be better marketed to legislators, as it was not well attended in 2003.

BRIEF UPDATES

State Interoperability Executive Council (SIEC)

On behalf of SIEC Chairman Mark Lockwood (Chief of Police, Sandpoint, Idaho), Colonel Charboneau provided a report on the progress of the group, which held its first meeting on December 2.

- All members were in attendance.
- A U.S. Department of Homeland Security Office of Domestic Preparedness representative also attended.
- The group, in coordination with the Idaho Bureau of Homeland Security, was in the process of identifying funding to support the group.
- The next meeting of the SIEC would be held in mid-January 2004.

Committees / Work Groups

IDANET Steering Committee

Susan Simmons, Committee Chairman and Idaho Transportation Department, addressed the Council.

- An IDANET Strategy Summit was held on November 12.
 - The IDANET Steering Committee, its Financial and Technical Subcommittees, and others involved were invited to attend the facilitated meeting.
 - Financial, operational, and overall goals were identified. The Financial and Technical Subcommittees were charged with identifying strategies for addressing these goals.
- At that time, IDANET was functioning well from a technical standpoint.
- Master service agreements had been signed with Electric Lightwave, Inc. (ELI), Qwest Corporation, and Syringa Networks, LLC.
 - Similar agreements were being sought with Verizon and a satellite provider.
- A strong marketing effort was needed to gain new IDANET customers.

Discussion Items:

- Wilson mentioned that, at the Steering Committee's December 16 meeting, members discussed the possibility of drafting an ITRMC policy requiring state agencies to utilize IDANET.
- Per Chairman Ahrens, the Division of Financial Management had been very supportive of the IDANET project and encouraged agencies to participate.
- The costs associated with IDANET were discussed briefly.
- Chairman Ahrens noted that the higher education community was not participating with IDANET.
- Said Senator Bunderson, when reporting to the legislature regarding IDANET, its strengths and weaknesses should be highlighted.
- Chairman Ahrens pointed out that any tax-supported entity in Idaho could utilize the IDANET contracts in place.

Access Idaho Steering Committee

Farnsworth provided Council members with statistics concerning Access Idaho applications and websites for 2003. He pointed out the collaborative nature of the Access Idaho project. Also, Farnsworth had recently attended a conference held by the National Information Consortium (NIC), Access Idaho's parent company. There, he was able to interact and share ideas with other state portal representatives. (NIC was the parent company for 19 other state portals.)

Employee Portal Committee

The Employee Portal (a collaborative project among state agencies), said Farnsworth, had been a great success. Agencies were continually requesting new and updated information be added to the site, and it had become a good news source for state employees. Chairman Ahrens asked that legislative leadership be made aware of the availability of the Employee Portal.

Discussion Item:

- Council member Mary Elizabeth Jones (Filer, Idaho) advised of the Twin Falls Chamber of Commerce's plans to work with a personal computer vendor to provide Magic Valley-area citizens with access to the state home page via one or more public kiosks. Jones requested guidance from the ITRMC Staff regarding the technical aspects of accomplishing this goal. Chairman Ahrens asked that the concept be outlined in writing. The Council could then discuss the issue at its next meeting.

Webmasters Committee

Farnsworth then talked briefly about a no-cost graphics training class held for state webmasters in November. In-house expertise was utilized to accomplish the training. Farnsworth thanked **Cheryl Flood** of the Department of Administration for conducting the four-hour session; she did an excellent job.

Regular Webmasters Committee meetings were treated as information-sharing forums for state webmasters. Normally, many agencies were represented.

Idaho Geospatial Committee

Jonathan Perry, Bureau of Homeland Security and Committee Chairman, presented an annual report on behalf of the IGC (refer to handout: <http://www2.state.id.us/itrmc/council/minutes/m031217/igc.pdf>).

Enterprise IT Security and Business Recovery Work Group

As there were many IT security and business recovery issues to be addressed, Work Group Chairman Kurtz presented a recommendation to establish the group as a standing committee of the ITRMC rather than a task force work group. If approved, the formation of two subcommittees was desired—one to address IT security; the other to address business recovery.

MOTION: Bunderson moved and Charboneau seconded a motion to change the status of the ITRMC Information Technology Security and Business Recovery Work Group to a standing committee of the Council, and the motion passed unanimously.

Committee membership would be decided after today's meeting.

Kurtz then raised the issue of vulnerabilities that had arisen due to a worm that pervaded the state's network in September 2003. He pointed out that a single agency's unprotected Internet connection could disrupt the entire state network.

Kurtz also spoke briefly on the previously mentioned power outage that had recently occurred. This was an example of a single point of failure, he said.

Idaho Criminal Justice Information Integration Task Force

(Refer to slide presentation: <http://www2.state.id.us/itrmc/council/minutes/m031217/icjiitf.pdf>)

Peay, Task Force (ICJIITF) Chairman, reviewed membership of the group with the Council. A great deal had been accomplished at the December 16 meeting of the ICJIITF, he said. Members worked to develop a mission statement; it was recognized the mission statement should reflect that integration of criminal justice information was a public safety issue. Peay then provided an overview of other meeting happenings. The group's next meeting would be held in February 2004.

Purchasing Contracts

Mark Little, Division of Purchasing, reviewed current statewide IT purchasing contracts (refer to handout: <http://www2.state.id.us/itrmc/council/minutes/m031217/purchasing.pdf>).

Chairman Ahrens noted the Department of Administration, with the ITRMC Staff, had been holding periodic meetings with regard to future IT procurements.

NEW BUSINESS

2004 Meeting Schedule

Generally, ITRMC meetings were held every other month (refer to handout: <http://www2.state.id.us/itrmc/council/minutes/031217/04schedule.pdf>).

ADJOURNMENT

As there was no other new business to come before the Council, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 11:55 a.m. The next meeting of the ITRMC would be held on Wednesday, February 18 from 1:30 to 3:00 p.m. in the East Conference Room of the Joe R. Williams Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant